



**Public Works Department  
Land Development & Transportation Division**

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Revised: September 7, 2016

**CONSTRUCTION PERMIT REQUIREMENTS  
FOR ALL WORK**

The following requirements shall be met before issuance of a construction permit for any work, which includes work in the public right of way, on private property, developments, utility work and associated activities.

- A certificate of insurance shall be required. A general liability insurance policy with single coverage of **\$1,000,000.00 minimum** is required for all work. Said policy shall name **the City of Upland as an additional insured** (A separate endorsement sheet is required with the insurance policy), and **the location and job description** must be included on the policy.
- No work or labor shall be done within the public right of way, except by a contractor holding a **Class-A General Engineering license**. All other class licenses will only be issued a permit upon approval by the Deputy City Engineer. The applicant must provide a copy of the valid Contractor's License when submitting the application for approval.

**C8 Concrete Contractor** may perform driveway approach and sidewalk project.

**C12 Earthwork and Paving Contractors** may perform grading work.

**C16 Fire Protection Engineering Contractors** may perform installation of fire service lines.

**C27 Landscaping Contractors** may perform landscaping related work.

**C31 Construction Zone Traffic Control Contractor**

**C32 Parking and Highway Improvement Contractors** may perform parking lot pavement work including installation of protective vehicle signage and/or device.

**C34 Pipeline Contractor** may perform water and gas line work including trenching, compacting, and surface paving.

**C42 Sanitation System Contractors** may perform sanitary sewer line work including trenching, compacting, and surface paving. Under no circumstance shall the C36 Plumbing Contractors be allowed to perform sewer line work in the public right-of-way.

Please see "Contractor Classifications, Definitions and Descriptions" for details.

- Proof of worker's compensation coverage shall be furnished prior to issuance of any permit.
- A city business license is required. City business licenses are obtained online only at <https://upland.hdlgov.com/home> For questions call (888) 602-0239
- Approvals and permits from other agencies will be required prior to issuance of any construction permit for sewer and water connections outside the City boundaries.